

## Travel Compliance Designees:

Please forward the information provided below to all cardholders (both individual & event cardholders) of the new state travel card - US Bank VISA. The AccessOnline product will assist cardholders on managing their account by providing on-line statements ("memo-bills" for event cardholders) along with reporting capabilities.

Thank-you!

Lenora Kingston

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The State of Colorado, in partnership with US Bank, is excited to announce the deployment of AccessOnline throughout the Statewide Travel Management Program. US Bank AccessOnline is a new, exclusive web-based electronic program management tool that provides our program's cardholders with quick access to their complete account information enabling individuals to view their account activity and billing statements online!

### AccessOnline Self Registration

§ Go to: <https://access.usbank.com> and click on the "Register Online" link at the bottom of the page.

§ When asked to enter your company short name, please use: stofco

§ ZIP/Postal Code must exactly match the FIVE DIGIT zip code that is on your billing statement - or you will receive an error message.

§ If Foreign zip code, place 00002 in zip code area.

§ Phone and Fax number format: No dashes, hyphens, parenthesis or spaces (i.e. 6121234567).

§ User ID's must be 7 to 12 characters in length, with at least one alpha and/or numeric. User ID's must also be unique; try to think of a distinctive ID (i.e. if your name is John F Smith try the User ID jofsmith3).

**§ Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character.**

**§ User Verification is used to authenticate your account if you forget your User ID or Password.**

**§ When entering information in self-registration, if any of the entered information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact US Bank Customer Service at 1-877-887-9260 to unlock your account.**

Congratulations, you are now registered to enter AccessOnline. To maximize your online experience, I would like to encourage you to check out the system's web-based training materials prior to utilizing AccessOnline. This highly intuitive web-based training experience will help you get the most out of this new tool. To access the US Bank online training tools go to: <https://wbt.access.usbank.com> and enter the password provided in the previous web page.

If you are in need of assistance with AccessOnline or the web-based training please contact the US Bank Customer Service Desk at 1-877-887-9260.

Thank-you,

***Lenora Kingston***

State Travel Manager

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